

## Payroll Authorization Form

### Step 1. (FOR EMPLOYEES): Complete this form and return it to your employer

Please print this page, sign it, include your Social Security number and the date, and submit it to the HR, benefits or payroll representative responsible for administering payroll deduction contributions to the Program. Your employer will initiate or change your payroll deduction after they receive this form.

Employee Name: Joe Sample

Total amount to be deducted per pay period: \$50

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee SSN

\_\_\_\_\_  
Date

### Step 2. (FOR EMPLOYERS): Establish Payroll Deduction Instructions on Your Payroll System

#### For Employers Transmitting Funds by ACH:

When updating ACH direct deposit instructions for this employee, please make sure that you provide the following information with your transmittal:

1. ABA Number 011001234 (Mellon Bank)
2. Account Number 531 987654321
3. Code Transmittal for Checking

**Note:** The account number is a 12-digit field. The first 3 digits identify the new bank account of New York's 529 College Savings Program *Direct Plan*. The last 9 digits are the first nine digits of the employee's account number in New York's 529 College Savings Program *Direct Plan*.

#### For Employers Transmitting Funds by Check:

If you are submitting payroll deduction contributions by check, please mail the check to the appropriate address below, along with a corresponding list containing the name, Program account number, and contribution amount for each participating employee

##### **By U.S. mail:**

New York's 529 College Savings Program *Direct Plan*  
Attention: Payroll Operations  
P.O. Box 55441  
Boston, MA 02205-5441

##### **By registered, certified, or overnight mail:**

New York's 529 College Savings Program *Direct Plan*  
c/o Upromise Investments, Inc.  
95 Wells Avenue, Suite 160  
Newton, MA 02459

If you have any questions, please call 1-877-NYSAVES (1-877-697-2837) on business days, between 8 a.m. and 9 p.m., Eastern Time.

The investment portfolios are not insured or guaranteed by the State of New York, its agencies, the Federal Deposit Insurance Corporation (FDIC), Vanguard Group, or Upromise. The value of your account will vary based on market conditions and the performance of the investment options you select, and may be more or less than the amount you contributed to the account. Past performance is no guarantee of future returns.